

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV03725102

DATE POSTED: 10/25/22

POSITION NO: 244660

CLOSING DATE: Open Until Filled

POSITION TITLE: Housing Specialist

DEPARTMENT NAME / WORKSITE: OPVP/Navajo Nation Veteran Administration-Tuba City, AZ

WORK DAYS: M-F REGULAR FULL TIME: ☒ GRADE/STEP: BX64A

WORK HOURS: 8:00 to 5:00pm PART TIME: ☐ NO. OF HRS./WK.: \$ 47,481.82 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 22.74 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under supervision of the Program Supervisor 1. The Housing Specialist will act as liaison between funding sources, financial institutions, and the Navajo Nation to ensure responsibilities to the needs and circumstances of the Nation; directs preparation of statistical data for housing development presentations, reports and proposals; ensures coordination of planned and proposed housing developments; assists with the development of housing policies and procedures; conducts research on application requirements of funding agencies; identifies funding sources; prepares grant proposals. Provides analysis of existing and proposed housing development assistance programs; identifies housing problems and makes suggestions and recommendations for improvement; determines housing needs and priorities; prepares required reports, contracts, agreements and correspondence; interprets applicable federal, state and Navajo Nation housing development rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor degree in Business Administration, Human Services or Construction Management, Planning or related fields or equivalent combination of education and experience.

Special Requirements:

- Must possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, Federal, and state laws, rules, regulations, policies and procedures. Knowledge of grantmanship and governmental organizations as related to housing development planning. Knowledge in different computer application for PowerPoint presentation, data entry, and VA Portal Systems. Communication and Multi-tasking skills are a must for presentations, speaking with clients and doing daily/monthly/quarterly reports.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.